

## **Terms of Reference**

### **Heritage Centre Wellington (HCW)**

#### **Purpose/Scope of the Committee:**

Heritage Centre Wellington will act as an advisory board to Council and Township staff on matters related to cultural heritage conservation within the Township, specifically:

- Advising Council on all matters as prescribed in Part IV and V of the Ontario Heritage Act, including:
  - o Designation of individual properties and districts and amending designation by-laws;
  - o Additions to, or removals from, the Municipal Heritage Register
  - o Alteration to or demolition of designated property
  - o Delegation of power to an employee or official of the municipality to consent to alterations of individually designated property;
  - o Easements and covenants with property owners.

#### **Goals and Objectives:**

- To identify and help conserve the Township's cultural heritage resources;
- To increase awareness and celebrate conservation of cultural heritage resources within the Township.

#### **Committee Membership:**

- Committee members will be appointed on the basis of experience, interest and availability to attend meetings. Citizen members shall be residents, property owners or business owners of Centre Wellington and at least 18 years of age, unless a youth member is required for the committee.
- Members will sit for a term of four (4) years with recruitment in the spring of the year following a municipal election. In the event a member resigns or is unable to continue their membership on the committee, the vacancy shall be filled in a timely manner by Council.
- It is recognized that heritage conservation efforts are most effective when property owners, community members and staff work in a collaborative way to craft and execute strategies, therefore membership in the committee will be as follows:

The total number of members shall be a minimum of five (5) not exceed twelve (12) excluding staff representatives and Council.

Voting Members (Ten) (10) total:

- 10 Citizen members

Voting Citizen Members:

- Where possible, members will be recruited and chosen to represent a broad spectrum of knowledge and skills in the following fields of expertise: heritage conservation, history,

art history, archaeology, planning, law, real estate, property development, architecture, landscape architecture, structural engineering, and communications.

- One half of the citizen members should ideally be owners of heritage properties included on the Municipal Register (listed or designated);
- If possible, members will be chosen to represent a broad spectrum of geographic areas across the Township (i.e. Fergus, Elora, rural areas, etc.);
- If possible, a representative from the youth population will be chosen;
- Where possible, member will be from a local historical society or group.

#### Non-Voting Members:

- Township Councillor
- Planning and Development Staff Liaison
- Clerk or designate

#### Selection of Members:

- Council will be responsible for the appointment of all members of the Committee, as recommended by the Selection Committee.
- The Municipal Clerk or delegate is responsible for administering the recruitment, selection and appointment process for new members.
- A member who is absent for three consecutive meetings without reasonable explanation may be subject to removal from office and replacement.

#### Chair and Vice Chair:

- The Chair and Vice-Chair will be elected from among the members of the Advisory Committee at the first meeting of each calendar year;
- The Council representative shall not be the Chair or Vice Chair;
- In the event a member of the committee is unable to fulfil the duties of Chair or Vice Chair, staff may fulfill the duties on a temporary basis until a new chair can be chosen from the membership;
- The Chair should be able to devote time between meetings to working informally with Township staff when circumstances warrant;
- The Chair and Vice Chair will be reviewed every two (2) years.

#### Meetings:

- Heritage Centre Wellington will meet on a monthly basis on a pre-determined date agreed upon by committee members;
- The Committee will participate in public information meetings on specific projects to help provide community input into key projects;
- The Committee may establish sub-committees for various topics, issues or proposals as required. Sub-committees may include non-committee members as required;
- Meetings held electronically will be livestreamed to meet the public participation requirement outlined in the Municipal Act.

**Agendas/Minutes:**

- Staff will be responsible for the development and distribution of the agenda, in consultation with the Chair or Vice-Chair, one week prior to the meeting;
- The agenda and meeting minutes will be distributed to committee members and posted on the Township website so they may be accessed by the public;
- The Committee shall keep accurate minutes and records of its meetings and shall keep copies of all documents relating to the business of the Committee;
- All documents shall be open to the inspection of the members of Council or of any other person or persons appointed for that purpose by Council;
- The Committee shall forward true copies of the meeting minutes and records to all members of the Committee, the Clerk, and the Managing Director of Planning and Development, as soon as possible after each meeting.

**Delegations:**

- Delegations must register with the Clerk or designate and provide written documentation and electronic documentation (if possible) relating to the matter to be discussed.
- Delegations are limited to five (5) minutes. Extensions to these timelines may be granted by a Majority Vote of the Members present by way of a Motion to be decided without debate.

**Closed Meetings of Committees:**

- Advisory Committees of Council with the exception of Standing Committees, do not usually consider business of a "Closed" nature; however, if circumstances arise, there must be strict compliance with the Township's Procedural By-law and the Municipal Act.

**Committee Procedures:**

- Quorum shall be the majority of the total voting membership. If there are conflicts of interest declared, the membership can go down as far as two members, provided quorum was originally attained;
- The decisions of the Committee will be made by consensus;
- The Township's Procedure By-law governs committee procedures;
- The Township's Code of Conduct governs the conduct of individual members of the committee;
- All recommendations will be provided to the Committee of the Whole within 30 days of the committee meeting;
- A meeting can proceed without quorum for information exchange only, however, no decisions/recommendations can be made;
- The committee will develop a work plan identifying short- and long-term goals and projects (including timelines) that will be worked on over the course of the year and their term and provide regular communications on this work plan to Council;

- The committee will appoint a spokesperson, normally the Chair, to speak with the public and media on behalf of the committee, they must be careful to distinguish whether they are speaking on behalf of the committee or presenting their personal views;
- The Committee may establish sub-committee working groups for specific topics, issues or proposals as required on an ad-hoc basis.
- Sub-committees will meet as required and will report back to the committee. Sub-committees may include non-committee members when additional expertise is required and will cease when the work has been reported on or resolved.
- Notes will be taken of each sub-committee meeting, but not formal minutes.

**Expenses/Budget:**

- No member of the Advisory Committee shall receive payment for any work or services performed for the Committee or Centre Wellington, except that, with the approval of the Advisory Committee, reimbursement may be made for travel or other expenses incurred in the performance of duties specifically requested by the Committee. Rates paid will be consistent with rates paid Township of Centre Wellington employees in effect when the expenses are incurred.

**Reporting Authority:**

- HCW shall report to Committee of the Whole and Council through the Managing Director of Planning and Development or their designate.
- The Committee does not have decision-making authority. It serves an advisory consultative role only and may make recommendations to Council within its mandate.

**Conflict of Interest:**

- All members of the committee shall adhere to the Conflict of Interest Policy for Advisory Committees approved by the Township of Centre Wellington;
- Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interest could be in conflict with the interests of the Township is obliged to disclose same at the meeting. Members will not participate in any decision recommendation in which they or their immediate family has any financial interest.